

UNITED STATES DEPARTMENT OF AGRICULTURE
EXTENSION SERVICE
Washington 25, D. C.

Reserve
SUMMARY OF
MEETING OF FARM LABOR SUPERVISORS
of

Alabama, Arkansas, Illinois, Indiana, Iowa
Kentucky, Louisiana, Michigan, Minnesota
Mississippi, Missouri, Ohio, Tennessee, Wisconsin

Memphis, Tennessee
February 11-12, 1947

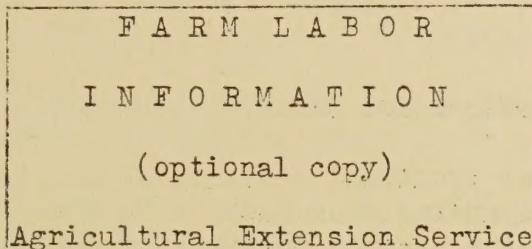
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NORTH AND SOUTH CENTRAL MIGRATORY PROGRAM

I. Basic procedure for program:

Changes were made in the proposed procedure to be issued as a Farm Labor Circular. Revised copy was approved. (Procedure agreed upon and issued as EFL Circular 37 is attached.)

II. Importance of County Offices in Areas Where Migrant Workers are Employed.

1. Migrant workers should be advised to visit the county agent's or farm labor office in areas where they are seeking employment.
2. County agents and farm labor offices in these areas must be clearly marked by office signs and by road signs on all highways approaching the town where the office is located. Road signs should be large, conspicuous and should carry the following uniform wording:



In the space for optional copy the location of the office should be given, for example, "Courthouse, Ashland", or "231 Main Street, Jonesboro".

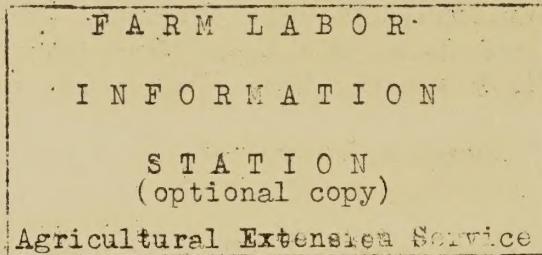
III. Minimum Requirements for an Information Station.

The following minimum requirements for an information station were agreed upon:

1/ The term migratory (or migrant) farm worker includes all persons engaged in or seeking agricultural work who do not return to their usual place of residence each night.

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1. Located adjacent to an important highway used by migrants. Plenty of parking space should be available.
2. Marked by standard signs on the station and on the highways approaching the station. Basic copy for the sign to be:



In space for optional copy appropriate material such as "One Mile Ahead" may be used. If overnight stop facilities are provided optional copy space should also include "Overnight Rest Stop". Color, size, and location will depend upon State highway regulations. Signs should be large, at least 4x5 feet. Each State is to arrange for and erect the signs for stations located in the State, and decide upon material and method of construction.

3. Station illuminated and signs illuminated or painted with luminous paint.
 4. Station to operate from at least 7:00 a.m. to 9:00 p.m., 7 days a week. A longer period of operation is desirable if traffic justifies.
 5. Staff of at least two men.
 6. Telephone service.
 7. Drinking water.
 8. Toilet facilities for men and woman.
- IV. Desirable facilities for overnight stops to be provided as an adjunct to information stations depending upon local situations and in particular upon the distance from the station to areas of employment, are:
1. Fireplaces, stoves and water for use in preparing meals.
 2. Tables and benches for eating.
 3. Showers for men and women.
 4. Space for sleeping - this may be shelter only, or tents and cots.
 5. Laundry facilities.

V. Collecting Information at Information Stations.

1. A minimum of information regarding the characteristics and work plans of all migrants who stop at the station will be requested.
2. Information regarding migrants will be recorded on a standard form (copy attached) at all stations and at the end of each day one copy will be sent to each of the following:
 - a. Federal Extension office at Little Rock, Arkansas.
 - b. The State Farm Labor Supervisor of the State of immediate destination of the migrant.
 - c. The State Farm Labor Supervisor of the State of second destination.
 - d. The State Farm Labor Supervisor of the State in which the information station is located.
3. Information regarding movements of migratory workers will be summarized weekly at the Little Rock office and be transmitted to the fourteen State farm labor offices and to the information stations.

VI. Dispensing Information at Information Station.

1. Personnel at information stations should be given sufficient training regarding the agricultural labor needs of the fourteen North and South Central States in order that they may counsel with migrants regarding season itineraries that will provide successive employment. They will distribute "Guide to Farm Jobs from Gulf to Great Lakes".
2. Personnel will determine whether migrants have arrangements for employment. If so they will be urged to proceed to that employment and advised of the best routes to the area.
3. Personnel will give migrants who do not have employment arrangements current information regarding labor needs and crop conditions based on
 - a. Weekly releases from Little Rock office.
 - b. Emergency requests.
4. Information stations will not make placements but will refer workers to areas of need and local offices. Recruitment by individual employers will not be permitted at the stations.

VII. Location of Information Stations.

1. Information stations that meet the minimum requirements listed above, and which will be publicized in the program will be established at or near the following places:

Arkansas	- Corning, Springdale
Illinois	- Anna, Brookport
Michigan	- Benton Harbor, Shelby, Traverse City
Mississippi	- Leland
Missouri	- Sikeston
Oklahoma	- Afton

Each State in which an information station is being established is to advise the Federal Extension Service not later than March 3 whether there will be overnight facilities in connection with the station and the beginning and ending dates of the period of operation.

2. Additional stations will be opened on an experimental basis at points not served by the 10 stations listed above. Depending upon the traffic through these stations, they may be either discontinued or expanded. Some of the locations under consideration are:

Illinois	- South of Bloomington
Indiana	- Vincennes
Iowa	- South of Indianola
Missouri	- Poplar Bluff
Ohio	- Aberdeen
Wisconsin	- West of Kenosha

Experimental stations will be marked by the same type of signs as other stations, but may not meet other minimum requirements. State Extension Services will advise the Little Rock office when such stations are opened and announcement of their opening will be included in the weekly letter giving current information.

3. Each State in which an information station is located is to set up and operate the station and employ the necessary personnel.

VIII. Bulletin Giving Basic Information.

1. General make-up approved, as follows:

- a. Size - 28 pages, 8" x 9", folded in railroad timetable fashion.
- b. Title - "Guide to Farm Jobs from Gulf to Great Lakes".
- c. Picture on cover - preferably one showing migrants receiving information.
- d. Page 1 - Map of 14 State area.
- e. Pages 2-3 - General information and pictures.
- f. Pages 4-27 - Two pages for Iowa and Missouri, two pages for Kentucky and Tennessee and two pages for each of the other ten States. On even numbered pages, a column of narrative material and a crop timetable. On odd numbered pages, a map of the State or States.

2. Proposed copy was discussed, revised and approved.

- a. Emphasis to be placed on "ASK FOR INFORMATION" at information stations and local office.
- b. Eliminate from copy the use of the word "migrant".

3. John D. Hervey will prepare copy, working with commercial artists in Washington, D. C. on make-up.

IX. Collection and Distribution of Current Information Regarding Need for Migrant Workers.

1. Information on each of the mapped areas will be assembled each week if work requiring migrant workers is active or will be active within 3 weeks.
2. County offices will submit information to State offices over the week-end so that State offices will have it each Monday morning.
3. State offices will combine information from counties and transmit it by wire Monday night to the Little Rock office. (See attached code for wire and sample wire).
4. Little Rock office will assemble information from the 14 States each Tuesday, mimeograph and transmit it to information stations and the 14 State offices. (See attached sample of copy).
5. Each State will send to the Little Rock office a list of the county agents and farm labor assistants that should receive a copy of the weekly current information letter.

X. Scope of Current Information.

Weekly reports for each area shall include:

1. List of crops on which migrants are now working, giving for each:
 - a. Approximate number of migrants employed.
 - b. Approximate date of completion for majority of migrant workers.
 - c. Approximate number of migrant workers who may move to other areas on about date given in "b".
2. List of crops for which larger numbers of migrants than now employed are needed or will be needed during the next three weeks; giving for each:
 - a. Period of employment - beginning and ending dates for a majority of migrant workers needed.
 - b. Approximate number and type of migrant workers needed from outside the area in addition to those with whom employers have already made arrangements.
 - c. Wages offered (give minimum if there is a range).
 - d. Crop condition:
3. Information regarding the type and amount of housing that is available.

XI. Emergency Requests and Reports.

When there is immediate danger of loss of crops unless additional migrant workers enter an area, the following procedures may be used.

1. County phones or wires information to State office. Each day after such an emergency request, county reports to State office regarding the situation until the report is "Labor now adequate".
2. State offices phone or wire the Little Rock office giving the following information: crop requiring workers, number of migrants needed immediately, ending date of employment, wages offered, housing available, and suggestions, if any, for action.
3. The Little Rock office will transmit emergency requests to appropriate States and information stations.
4. State office makes daily report by phone or wire to Little Rock office regarding the labor situation in the area for which an emergency request has been made until the report is "Labor now adequate".
5. Each information station that has received an emergency request will report daily by phone or wire to the Little Rock office on numbers and types of workers directed and likely to go to the area where the emergency exists, until the station is advised that "Labor in the area or going to the area, is now adequate". The Little Rock office will assemble these reports and transmit them daily to the State.
6. County offices are not to contact information stations or the Little Rock office directly. All requests and reports are to go from county offices to State offices to Little Rock to Information Stations.
7. When the supply of workers in an area is adequate or approaches adequacy the Little Rock office should be advised by phone or wire. Little Rock will advise the information stations and recruitment areas by phone or wire. Information that an area has enough workers is just as important as information regarding a need for workers.

XII. Functions of County and Local Offices and Personnel in Areas where Migrants Work.

1. Submit information regarding need for migrants in the county to State office (See "X" for detail of information to be included.)
2. Receive orders for migrant workers from farmers. These should be specific regarding numbers needed, period of employment, wage offered, housing available and crop condition. Orders should be obtained as far in advance as possible, so that they can be used as a basis for determination of need.

3. Explain the program to employers and advise them of the characteristics of the migrants likely to be available. Explain the type of work, housing and employment conditions that migrants desire. Explain State laws regarding these matters.
4. Acquaint the community with the economic importance to the community of workers from outside the area.
5. Urge employers and local communities to provide for care of children; educational, shopping, and recreational facilities; and health and welfare services; for migrants, and to refrain from any discriminatory acts or activities.
6. Advise migratory workers of local farm work opportunities and of farm work opportunities in any of the other areas of the 14 North and South Central States in which the migrants may be interested. To do this, county office personnel must be familiar with the farm work requirements of the various areas in the 14 States and must be familiar with the current information regarding needs which they will receive each week.
7. If jobs are available, place migratory workers who are seeking work in the county.
8. Visit as many as possible of the migratory workers whose employment in the area may terminate within two weeks to:
 - a. Determine the problems that they have had while working in the area.
 - b. Determine their employment plans following completion of the work on which they are employed.
 - c. Advise them of the opportunities for further farm work in the county, in the State and in other States when they have completed their present work.
9. Report Saturday of each week to the State office regarding:
 - a. The approximate number of migrant workers employed on each of the crops currently active.
 - b. Approximate date when the majority of migrants will complete their work on each of the crops currently active.
 - c. Approximate number of the migrants employed on each of the crops currently active who may move to other areas at about the date given in "b".
 - d. Brief summary of visits and office contacts with migrant workers with particular emphasis on their future employment plans.

XIII. Functions of County and Local Offices and Personnel in Counties Where Prospective Migrants Live.

1. Advise prospective migrants of the availability of information regarding farm work in the North and South Central States and distribute the booklet, "Guide to Farm Jobs from Gulf to Great Lakes".
2. Counsel with prospective migrants regarding itineraries that will provide successive farm employment for the period they might wish to engage in such work.
3. Make brief weekly reports to the State office regarding contacts with migrant workers with emphasis on their future farm employment plans.

XIV. Materials for Information Station, County and Local Office Personnel.

1. Large bulletin board map of the area to be prepared by Federal Office, showing:
 1. Areas where migrants are needed.
 2. Names of crops requiring workers (on the map).
 3. County offices and information stations.
 4. Highways.
 5. County names.
2. Tentative mimeographed material on Major Agricultural Areas in North and South Central States Requiring Outside Workers -- (Tentative drafts of material for National Survey of Areas needing Migrant Workers). This material will include for each area:
 - a. Table showing crops, activity, dates of heavy activity, approximate acreage, average yields, and approximate outside labor needs.
 - b. Graph showing seasonal distribution of outside labor needs.
 - c. Narrative describing the area, the crops and work on which outside labor is needed, housing and related facilities in the area, and the type of migrants who have usually worked in the area.

XV. Promotion of the Program:

1. Each of the 14 North and South Central State Extension Services will release information regarding the program within their own States. They will hold such meeting as may be desirable with farmer employers to discuss the program and other action needed to improve the working and living conditions of migrants.
2. The Federal Extension Service will arrange for such release of information as may be needed in States other than the 14 North and South Central States.